

**Month Day, Year**

Dear Dr. **BLANK**

I am writing to consult with you concerning your patient **FIRST LAST**. This child has been referred into the Early Childhood Asthma Initiative (ECAI). We offer asthma education services, as well as in home assessments for asthma triggers, and referral to appropriate social services.

Having met with the family of **First Last**, I think that they would greatly benefit from a written asthma action plan. This way there would be a written reminder of your instructions regarding the needed steps during any asthma related problems. Studies have shown that these written instructions greatly reduce ER visits by asthma patients. I have enclosed an asthma action plan form for your convenience. We appreciate your help in providing the best asthma management services to this family.

If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

Asthma Coordinator  
Early Childhood Asthma Initiative  
American Lung Association of the Central Coast